



This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

### Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

- + *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
- + *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
- + *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
- + *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

### About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at <http://books.google.com/>

733

.N84

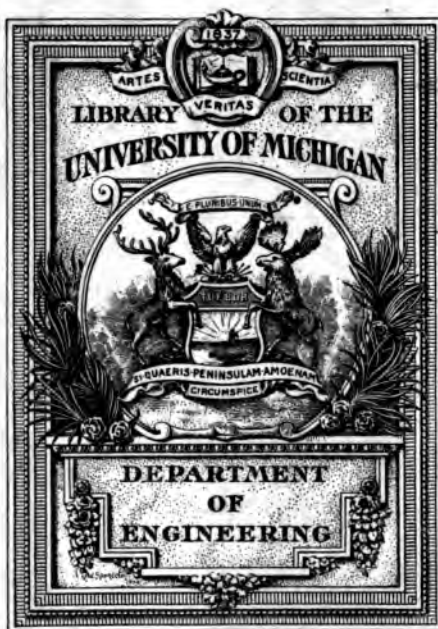
B 1,014,774

THE  
CHARTER, CONSTITUTIONS,  
BYLAWS AND  
REGULATIONS

Norfolk Public Library

1911-1912

Norfolk Public Library



Recd Jul 26, '07

57

THE  
CHARTER, CONSTITUTION  
BY-LAWS AND  
REGULATIONS

OF THE

**Norfolk Public Library**

OF

NORFOLK, VIRGINIA

---

NORFOLK, VA.  
BURKE & GREGORY, PRINTERS  
1907

## BOARD OF DIRECTORS

JOHN L. ROPER,  
B. P. LOYALL,  
C. WHITTLE SAMS,  
H. H. TRICE,  
GEO. W. JONES,  
A. B. SELDNER,  
H. B. BAGNALL,  
W. H. SARGEANT,

J. W. McCARRICK,  
BRUCE SIMMONS,  
W. W. OLD,  
J. B. JENKINS,  
BARTON MYERS,  
WM. E. TAYLOR,  
F. S. ROYSTER.

## OFFICERS OF THE BOARD

JOHN L. ROPER, President.

JNO. B. JENKINS, Vice-President.

WM. HENRY SARGEANT, Secretary.

A. B. SELDNER, Treasurer.

## LIBRARY COMMITTEE

B. P. LOYALL,  
WM. E. TAYLOR,

H. B. BAGNALL,  
W. H. SARGEANT.

## FINANCE COMMITTEE

J. B. JENKINS,

H. H. TRICE.

F. S. ROYSTER,

## LIBRARIAN

WM. HENRY SERGEANT.

## ASSISTANTS

MISS REBECCA McALPINE, - - Superintendent of Delivery  
MISS GRACE W. COLLINS, Superintendent of the Reading-Room  
MISS A. T. BAKER, - - - - Children's Librarian

MISS S. E. HARRIS,  
MISS E. A. BAKER,

ROY C. KELLY,  
WILLIAM HIGGINS.

JANITOR—GEORGE COLLETTE.

© 11 Mar 10 E. S.

# CHARTER

OF THE

## Norfolk Public Library.

INCORPORATED BY AN ACT OF THE GENERAL ASSEMBLY OF  
VIRGINIA, APPROVED FEBRUARY 12TH, 1894.

Be it enacted by the General Assembly of Virginia, that William Lamb, John L. Roper, A. B. Seldner, W. W. Old, Richard C. Taylor, Charles Borum, C. Whittle Sams, C. Billups, B. A. Marsden, James A. Kerr, Newton Fitz, B. P. Loyall, A. B. Bagnall, John B. Jenkins, W. H. Sergeant and Barton Myers, and such other person and persons as may hereafter be associated with them, be, and they are, created and constituted a body politic and corporate, under the name and style of the NORFOLK PUBLIC LIBRARY, and as such to have perpetual succession, be capable of suing and being sued, to have a common seal, and the same to renew and alter at pleasure, and shall be able and capable, in law and in equity, to take and hold for the use of the said corporation any real estate, goods, chattels and sum or sums of money, by gift, grant, bargain, sale, will, devise, bequest or otherwise, from any person or persons, corporation or corporations whatsoever, and the same to grant, bargain, sell and a good conveyance make for the use of said corporation, and generally to do all and singular the matters and things which may be lawful and necessary for it to do for the well being and due management of the affairs thereof: provided, however, that the real estate held by said corporation shall at no one time exceed five hundred acres.

( 2. The purposes and objects of said corporation shall be generally the establishment and maintenance of a

Reclass. 1-12-31. NDL for D.F.

reference and circulating library, reading rooms, literary and scientific lectures and other means of promoting the moral and intellectual improvement of its members./

3. The control and disposal of the funds, property and estate and the direction and management of the affairs and concerns of said corporation shall vest in a board of fifteen directors. Five members of this Board of Directors shall constitute and form a quorum for the transaction of business. Said Board of Directors shall annually elect from their own number a President, Vice-President, Secretary and Treasurer, who shall be the officers of the corporation, and shall serve for one year from the date of their election, and until their successors shall have been duly elected/ (As amended by an act approved February 2d, 1898.)

4. The Board of Directors shall, as soon as practicable after this charter shall have been granted, divide themselves in the three equal classes, consisting of five members each. The first class shall hold office until the next annual election, the second class until the second annual election, and the third class until the third annual election thereafter. And at each annual election after the granting of this charter there shall be elected five directors to serve for three years and until their successors have been duly elected.

5. The annual election shall take place some time during the month of February of each and every year, at such time and day as may be fixed by the Board of Directors. The Board of Directors shall have power to fill vacancies in their own body or in the offices aforesaid.

6. The funds of said corporation shall be raised by annual dues from its members and by such other lawful means as may be provided by its constitution or by-laws. And the Board of Directors is authorized and empowered to make and adopt such constitution and by-laws prescribing the duties of the officers and members of said corporation and for the government thereof, which said constitution and by-laws may be changed,

modified and amended as from time to time may be agreed upon and adopted by the said Board of Directors: provided, however, that the same be not inconsistent with the constitution and laws of the United States or the State of Virginia.

7. And the said corporation shall be entitled to take any gift, grant, devise or bequest embraced in any will or any other instrument made to it, and no misnomer or misdescription of said corporation in any such will or other instrument shall vitiate or defeat the said gift, grant, devise or bequest; provided that it be sufficiently described to ascertain the intent of the parties.

8. The following shall compose the first Board of Directors, subject to the terms, conditions and provisions contained in paragraph four of this act: William Lamb, John L. Roper, A. B. Seldner, W. W. Old, Richard C. Taylor, Charles Borum, C. Whittle Sams, C. Billups, B. A. Marsden, James A. Kerr, Newton Fitz. B. P. Loyall, H. B. Bagnall, John B. Jenkins, W. H. Sergeant and Barton Myers.

9. It shall be lawful for the councils of the City of Norfolk, Virginia, to contribute a sum of money, not exceeding five thousand dollars in any one year, to said Norfolk Public Library, to be used towards the support and maintenance of the same upon such terms and conditions as the said councils may prescribe.

10. It shall be lawful if hereafter one or more citizens, by deed, gift, bequest or otherwise, shall establish a free library in the City of Norfolk, Virginia, for the directors of this corporation by a two-thirds vote to consolidate with or merge into said library: provided, however, that said library is chartered by the General Assembly of Virginia, and makes as liberal provisions for the use of its reading-rooms, books and other property for and by the public as may be made by this corporation.

11. All the property, both real and personal, which may belong to said corporation shall be exempt from all taxes, levies and assessments, both city and state.

12. This act shall be in force from its passage.



# CONSTITUTION

## ARTICLE I.

This Corporation shall be called and known as **The Norfolk Public Library.**

## ARTICLE II.

The members of this Corporation shall be: **John L. Roper, Cealy Billups, William Lamb, W. W. Old, B. P. Loyall, Barton Myers, R. C. Taylor, C. W. Fentress, E. W. James, A. B. Seldner, C. Whittle Sams, H. B. Bagnall, John B. Jenkins, Wm. Henry Sargeant, Jas. W. McCarrick, H. H. Trice, Wm. E. Taylor, F. S. Royster and Bruce Simmons**; and, in the future, all members of the Board of Directors, during the time that they hold that office.

## ARTICLE III.

### **Directors.**

All of the affairs of said Library, the control and disposal of all and singular its funds, property and estate, shall be managed by a Board of Directors, who, subject to the charter, shall be chosen at the annual meeting by the members aforesaid, by ballot. A plurality of the votes cast shall be necessary to an election. The Board shall have power to fill all vacancies occurring in their number. There shall be monthly meetings of the Directors held in the Library rooms, on the first Tuesday in each month at eight o'clock P. M. Five members of the said Board shall constitute a quorum for the transaction of business. Special meetings may be called at any time by the President, or by the Secretary on the request of five Directors. The Board of Directors shall have full power to make rules for the

proper management and conduct of the said Library, so far as such rules do not conflict with the charter of said Library, or the express provisions of its Constitution and By-Laws. It shall be the duty of the said Board, annually, to appoint a Librarian and such assistants as may be necessary. The Librarian, whenever required by the Board, shall give bond for the faithful performance of his duties.

#### ARTICLE IV.

##### **Meetings of Members—Annual Meeting.**

There shall be an annual meeting of said Library held on the 14th day of February of each year, for the purpose of electing Directors, as provided by the Charter, and hearing the reports of the Board of Directors, through its proper officers, and for the transaction of such other business as may legally come before such meeting. If the said 14th day of February in any year, comes on Sunday, or a legal holiday, then such meeting shall be held on the day succeeding. Notice of such annual meeting shall be given to the members by mail, one day prior thereto; or, by such other method as is prescribed by the law of the State. A quorum at such annual meeting shall consist of eight members entitled to vote, in person or by proxy, provided that no person shall vote as proxy for more than four members.

#### ARTICLE V.

##### **Officers.**

The officers of the Library shall be a **President, Vice President, Secretary, and Treasurer**, and such other officers as the Board of Directors may deem necessary to appoint, who shall be chosen by ballot from the Board of Directors at their regular meeting next subsequent to the annual meeting of members. If no election be made at this meeting, the same may be made at any

subsequent meeting. They shall serve for one year, or, until their successors be elected, and shall perform the duties usually pertaining to their respective offices. Any vacancies in these offices may be filled at any time by the Directors for the unexpired term and till their successors be appointed. The Treasurer shall give satisfactory bond, in case it be required by the Board of Directors, and shall pay out no money in excess of \$15.00, unless by order of the Board, and then only by checks signed by himself and countersigned by the President, except the payments of salaries and other fixed charges, which he may pay by check signed only by him.

#### ARTICLE VI.

This Constitution and the By-Laws may be amended by a two-thirds vote of the whole Board of Directors, at any monthly meeting, provided notice of the proposed amendment shall have been given at the previous monthly meeting; or, at any meeting, by the unanimous vote of the whole Board.

# BY-LAWS

---

## Order of Business.

At every meeting of the Board of Directors, the following shall be the regular order of business:

1. Reading the minutes of the preceding meeting.
2. Disposal of the minutes.
3. Report of the Treasurer.
4. Report of Librarian.
5. Report of Committees.
6. Unfinished business.
7. General business.

The above order of business may at any time be suspended by the vote of the majority of the members present.

## STANDING COMMITTEES.

### Finance Committee.

There shall be a **Finance Committee** of the Board, which shall be appointed by the President, and shall consist of three members besides the President. This Committee shall superintend the finances of the Library, decide and report upon the proper investment of all trust funds, and audit the accounts of the Treasurer at such intervals as the Committee deem best. It shall serve for one year, or until its successor be appointed.

### Library Committee.

The **Library Committee** shall consist of four Directors, to be appointed by the President, one of whom shall be the Librarian, if a member of the Board. Its

meetings are to be held at the call of the Secretary. It shall have charge of all of the real estate of the Library, and such other property thereof as is not in the hands of or under the control of the Treasurer. It shall have charge of the furnishing, lighting, and heating of the Library, and the management and control of such kindred matters. It shall recommend to the Board the purchase of all books, papers, periodicals, etc., and also the arrangement and distribution of the same and all such kindred matters. When money is appropriated by the Board for the purchase of books, this Committee, if not otherwise instructed by the Board, may expend the same in the purchase of such books, magazines and other periodicals as in its judgment may be to the best interest of the Library. It shall serve for one year, or until its successor be appointed.

The President shall be, **ex-officio**, a member of the **Finance and Library Committees**.

### **The Regulations.**

The Regulations adopted July 5th, 1904, as amended at various times, are hereby re-affirmed. They may be changed at any time by a majority vote of the members present at any meeting of the Board of Directors, except with regard to Regulation No. 3, which can only be changed by the method prescribed for a change of the Constitution.

### **Form of Legacy to the Library.**

"I give and bequeath unto the Norfolk Public Library, a corporation existing under the laws of the State of Virginia, the sum of ----- Dollars.

### **Regulations.**

No. 1. The Library shall be open from 10 A. M. to 9 P. M. (in June, July and August from 9 A. M. to 9 P. M.) on every day except Sundays, legal holidays, and such other days as the Library Committee may designate.

No. 2. Conduct inconsistent with quiet and order is strictly prohibited in all parts of the Library, and no conversation will be allowed in the reading-room.

No. 3. / Any permanent resident of Norfolk, or any non-resident who pays taxes to that city, over fourteen (14) years of age, or any officer of the Army, Navy or Marine Corps attached to this station, or adult member of his family (subject to the approval of the Board of Directors) may draw books for home use, upon complying with the following conditions;

**First**—There must be presented at the Registration Office an application, furnished by the Library, in form as follows:

Name-----

No.-----

The undersigned, residing at -----,  
place of business-----,  
hereby applies for the use of the Norfolk Public Library, promises to obey all its rules; to pay for any book lost or for any damage any book may suffer in ----- possession, and to give immediate notice at the Registration Counter, at the Library, of any change of residence.

Name (in ink) -----

And if the person be under twenty-one (21) years of age, at the same time some satisfactory person, a resident of Norfolk, must fill up the following guarantee:

The undersigned agrees to be responsible for the observance by the above applicant of all of the rules of the Library, and for the loss of or any damage to its books, while in ----- possession.

Name (in ink) -----

Residence-----

No. 4. Every applicant, when approved, shall be furnished with a card, on which shall be entered his name, residence and registration number. He shall then be entitled to draw books for a period of three years, at the expiration of which time he must present a new application if continued use of the Library is desired. Any borrower, in the discretion of the Librarian, may be given a second card. This shall be known as a student's card, and on it no work of fiction, or juvenile book, shall be drawn.

No. 5. The borrower in drawing books, must present a slip, furnished by the Library, on which must be written his number, name and address, and the shelf number and letter of the book, or books, desired.

No. 6. Persons who are not residents of the City of Norfolk may take books (subject to the approval of the Board of Directors) on the payment of Three dollars (\$3.00) per annum for one book and Five dollars (\$5.00) for two. And transient residents in the city can draw books for Fifty cents a month, depositing Five dollars (\$5.00) during the term of using.

No. 7. Card holders are entitled to draw for home use one volume, or two volumes of a size smaller than octavo, if they belong to the same work.

No. 8. Books may be retained not more than ten days. For each additional day the holder will be fined two cents, and after the second application for the payment of the fine, shall draw no books until the fine is paid. The delinquent may be notified by mail the sixth day after he is finable, for keeping a book. If the book is not returned by the twelfth day, notice may be served on the guarantor; and if it be not returned by the twentieth day the Librarian may send for it and charge twenty cents for the messenger, in addition to the fine and two cents for each mailed notice.

